

Approved For Release 2001/03/02 : CIA-RDP78-04718A002600010001-3

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Establishment of Personnel Ceilings by Career Service

1. This memorandum contains recommendations for your approval. Such recommendations are contained in paragraph 6.

25X1A

2. Regulation [REDACTED] Ceiling and Position Authorization, was devised to provide the Agency with an effective mechanism to improve personnel management and to control personnel ceilings and grades, and its speedy implementation is desirable. The initial step in the implementation of this manpower control system is the establishment of approved personnel ceilings by Career Services, and until such ceilings are established, Career Service Staffing Authorizations cannot be accurately developed.

3. In an effort to expedite the installation of this new System, the Office of Personnel has compiled personnel ceilings by Career Service for Agency components (Tab A) using current Tables of Organization instead of Planning Papers. All pertinent personnel data used is subject to adjustment because of the inherent time lags in compilation and summarization, and any subsequent changes, deletions or additions may be incorporated into the data as necessary. The procedures used in assigning Career Service designations to the T/O positions which are now the official personnel requirements of the Agency are summarized in Tab B.

4. Inasmuch as the Tables of Organization of the Agency were not planned or developed on the basis of Career Services, the proposed personnel ceilings

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Document No.	1
NO Change in Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed to:	TS S C
Next Review Date:	2-2 JAN 1989
Auth:	HH 78-3
Date:	2-2 JAN 1979
By:	28

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by Career Services may not conform with personnel requirements in support of the Agency's long range programs and plans. However, key Agency officials may periodically review and adjust these requirements when the annual Planning Papers are presented for approval.

5. It is recognized that rotational assignments of personnel between Career Services are of utmost value to the Agency and that Career designees from one Service must continually occupy positions in another Career Service; e.g., a designee from the "OD" or "ST" Career Service on rotational assignment in a "D"-designated position. A simple bookkeeping procedure of debiting and crediting the appropriate Career Service can be used to facilitate this inter-Career Service rotation of personnel and to serve as an aid in the preparation of firm, realistic staffing authorizations. These bookkeeping entries would be negotiated and coordinated with the Career Services concerned and reviewed periodically.

6. It is recommended that:

a. The following Career Service ceilings for each Deputy

Directorate be approved subject to any subsequent adjustments. (Tab A):

DD/P -
DD/I -
DD/S -

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b. Each Deputy Director review the personnel ceilings for each Career Service under his jurisdiction, make any adjustments deemed necessary, or approve these ceilings.

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c. The Office of Personnel be given authority to set up a system for maintaining inter-Career Service accounting of those designees on rotational assignments.

15/
GORDON M. STEWART
Director of Personnel

Attachments:
Tabs A and B

The recommendations in paragraph 6 are approved.

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L. E. WHITE
Deputy Director (Support)

NOV 13 1958
Date

DD/S list:
0- D/Pers
1- DD/P
1- DD/I
1- Compt
1- C/Regist
1- DD/S Chrono (ref)
✓ 1- DD/S E.O. file